

LIBRARY ASSISTANT

FLSA Code: N

Job Code: 5010

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate paraprofessional work providing assistance to library patrons; does related work as required. Work is performed under the general supervision of a Librarian or Library Specialist.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing assistance in various library sections such as circulation, reference, history, A-V or children's; assisting patrons in use of library equipment and locating library materials; researching reference sources; maintaining records and files.

Assists patrons with the location, selection, returning and checking out of library material;

Assists with preparation and presentation of children's programs;

Serves on special programs such as book selection;

Provides reference and reader's advisory services to young adults and adults;

Responds to reference questions and provides advice to readers;

Interviews patrons, identifies needs and obtains necessary library materials;

Reviews new library resources to keep current on available reference sources;

Assists patrons in locating library materials and provides translation assistance;

Helps maintain children's room; replenishes displays;

Assists in evaluating the adult collection; determines whether an item should be retained, discarded, updated or replaced by following written guidelines;

Trains and assists new Library Assistants and Pages;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school plus course work in education, history, literature or related field and some experience in library work; general knowledge of basic library procedures, methods and techniques, interest in books including reader interest levels; general knowledge of the library circulation functions, office procedures and records maintenance techniques; demonstrated ability to exercise initiative and independent judgement; some experience in the use of library equipment, materials and resources including automated library systems and data entry and in establishing and maintaining effective working relationships with library patrons and associates. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.